

## Play Area. Routine Inspection Checklist



**Instructions for completion:** 1. Use a copy of this check sheet to record each inspection. 2. Tick the check box if no faults are found. Mark a cross if faults are found. 3. Add details of any faults, including action taken if any. 4. Use the following master pages for reference to guide you. 5. Retain this completed check sheet for a minimum of 21 years.

Asset	Check (✓ or ✗)	Faults
Signage	✗	Dogs on Lead sign unreadable and post loose at Highgate Lane
Gates	✗	Gate still needs removing and fencing extended at Highgate Lane end
Litter Bins	✓	
Seating	✗	Green bench needs reinstalling and several other benches need bases repairing
Swing – Junior 1 Bay 2 Seat	✓	Still requires bird strips applying
Multiplay – Slide Climber	✓	Climbing platform has general wear and tear, but isn't dangerous
Swing – Mixed – 2 Bay 1 Group 2 Toddler	✓	Still requires bird strips applying
Football Goals	✓	

Name of Inspector	Date of Inspection	Signature	General Comments
John Moulson	30/04/24	JM	Molehills continue to be a major problem and path at Highgate Lane end has vegetation growing through it again. Probably right time of year to address a lot of the problems highlighted.

Site Specific Master Check Lists

Use the following master check lists to guide you when carrying out routine inspections on your site.

<b>Signage</b>	Is signage present, stable, legible and with no protruding bolts?
<b>Gates</b>	Does the gate operate correctly (closes within 3-5 seconds)?
	Are there no crush points present?
	Are all component parts present and secure?
<b>Litter Bins</b>	Are they secure with liners present?
	Are they empty or not in need of emptying?
<b>Seating</b>	Are the seats secured to the ground, stable, clean, undamaged, and showing no obvious signs of timber decay or corrosion?
<b>Swing – Junior – 1 Bay 2 Seat</b>	Are the supports and cross bar secure, undamaged, and free from any obvious signs of corrosion and decay?
	Is the unit stable?
	Are the seats free from significant damage, secure and clean?
	Are the chains and shackles showing no excessive wear and working freely?
	Is the grass matting in good condition without undue wear or trip points?
<b>Multiplay – Slide Climber</b>	Are all supports, horizontals, climbing rails, roof panels, steps, platforms and barriers, clean, stable, secure and free from damage and any obvious signs of decay/corrosion?
	Are all component parts present and secure?
	Are the ropes secure and without protruding wires?
	Is the slide-chute in a good condition, clean and free from any foreign objects and with no sharp edges?
	Is the grass matting in good condition without undue wear or trip points?
<b>Swing – Mixed – 2 Bay 1 Group 2 Toddler</b>	Are the supports and cross bar secure, undamaged, and free from any obvious signs of corrosion and decay?
	Is the unit stable?
	Are the seats free from significant damage, secure and clean?
	Are the chains and shackles showing no excessive wear and working freely?
	Is the grass matting in good condition without undue wear or trip points?
<b>Football Goals</b>	Are all posts and cross bar secure and free from damage and any obvious signs of corrosion?
	Are all net stanchions and bolts secured and undamaged?
	Are the nets present, secure and in good condition
	Is the grass in good condition without fouling or wear?